

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

## Work Session Minutes

February 23, 2021 - 7:00 p.m.

Approved

This meeting was conducted via Zoom Video Conference: <https://us02web.zoom.us/j/85451683537>  
Meeting ID: 854 5168 3537; Dial-in only: 301 715 8592

### Call to Order

- Meeting was brought to order at 7:01 p.m.
- Roll Call – President Linda Penoyer; Commissioner Janice Duckett; Commissioner/Treasurer Sarah Franklin; Town Clerk M. David Williams.
- Also present: Town Administrator Kyle Snyder; UMPD Chief David Burse; Director of Finance William Morgan; Marlborough Towne HOA Chair Monica Williams; SCW Chair Evelyn Stephens; Ray Feldman/Feldman Communications Strategies LLC; CEO Chris Lawson/Insuraty, Inc.; and, Compliance Officer Terri Mosely/Insuraty, Inc.
- Pledge of Allegiance

### Business

- 1.) Employee Handbook: CEO Chris Lawson of Insuraty Inc delivered an overview on what their firm can offer to finalize the Employee Handbook to achieve continuity with Town legislation and policies, as well as, the Town Employee Portal when developed. After they answered Commissioners questions, it was noted another Session to work with Department Heads would be in order to help with performance evaluation forms and keeping on top of updates.
- 2.) FY2022 Budget: The Town will publish a timeline on its website of future FY22 Budget discussions. TA Snyder noted that an Extra Work Session will be scheduled each month up until passage in June, for the months of March, April and May 2021 during the day. Finance Director Morgan noted that the FY21 End-of-Year Adjustments will also be passed in June.
- 3.) Business License Ordinance: TA Snyder stated that last fall the Board had lowered the license fee dramatically in response to the pandemic, noting a better rate of response. The Board discussed the need to change the current fee and redrafting the existing Ordinance by the end of the fiscal year. Other licensing topics discussed included: 1.) Home-based businesses; 2.) Advantages of Licensing Software; CARES Act funding; and, 3.) The need to consult with the Town Attorney on proper penalties for infractions.
- 4.) Charter Amendment Resolution 01-2021: The Board discussed sources to consult for the Charter Amendment process. It was noted that our professional association and possibly codification vendors could assist in that capacity. The President will reach out to the MML.
- 5.) General Commissioner & Administrative Staff Items: TA Snyder noted extensive work was being conducted by WSSC crews on Old Crain Highway, as well as, Water Street.

### Adjournment

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk

